

*Personnel 3*

Mr. Helms via Mr. Colby

The attached confirms the arrangements for Colonel White's Award Ceremony. Mr. Wattles will be available to escort Mr. Colby from his office to the auditorium and I will be available to escort the Director and Colonel White.

(signed) John W. Coffey

21 FEB 1972

DD/S:JWC:llc (18 February 1972)

Distribution:

- 0 - Addressees w/att (seating and speaking arrangements) - *BY HAND*
- 1 - DD/S Chrono
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COLONEL WHITE - AWARD CEREMONY

The Executive Director, DD/P, DD/I, A/DD/S&T, and D/NIPE will be seated on the stage and other guests, including Mrs. White, her daughter, son-in-law, two grandchildren and niece will be seated in the auditorium when the Director and Colonel White enter escorted by the DD/S. All three will proceed to the stage and Colonel White and the DD/S will take seats while the Director goes immediately to the lectern on center stage. The citation will be read by Mr. Harry Fisher. After the award is presented Mr. Helms will introduce Colonel White who has asked to say a few words himself. At the end of his comments Colonel White will probably introduce Mrs. White and his daughter and will join with them to greet any of the guests who so desire.

Prior to the ceremony Mr. Fisher will ask all the guests to remain in place until the Director and others on the stage have left the auditorium. He will also say that Colonel White will be pleased to greet any who would so desire.

The medal and framed award certificate will be placed on a small table near the lectern.